



INNOVATION CHALLENGE CALL

GUIDELINE

SUPPORTING GEORGIAN SOCIAL ENTERPRISES IN ACCESS TO MARKETS – Round 2

Proposals must be submitted directly in the Quantum Supplier Portal following this link: <http://supplier.quantum.partneragencies.org> using the profile you may have in the portal. Follow the instructions in the user guide to search for the tender using the Negotiation ID in this document.

In case you have never registered before, you can register a profile using the registration link shared via the procurement notice and following the instructions in guides available in UNDP website: <https://www.undp.org/procurement/business/resources-for-bidders>. Do not create a new profile if you already have one. Use the forgotten password feature in case you do not remember the password or the username from the previous registration.

This Call for Proposal comprises the following documents:

This Cover page

Annex 1 - Detailed Requirements/Terms of Reference

Annex 2 – Proposal Submission Form

Annex 3 – Technical and Financial Proposals

Annex 3a – Project Cost Breakdown

Annex 4 – Application Evaluation Grid

Annex 5 – Interview Evaluation Grid

Annex 6 - Terms and Conditions of the Agreement

Annex 7 – Checklists for Applicants

Only one submission per organization is allowed. Applications submitted after the deadline will not be evaluated.

All interested entities are encouraged to attend a pre-proposal meeting to be held on:

- Time: 13:00 (Tbilisi, GMT+4)

- Date: 20 May 2026

- Zoom link: <https://undp.zoom.us/j/85280530722>

Contents

Annex 1: Terms of Reference	3
1. Basic Concept of Innovation Challenge Call	3
1.1 General Information	3
1.2 Innovation Challenge Call Objectives	4
1.3 Types of Innovation Projects Supported	4
1.4 Ineligible Expenses	6
1.5 Awards	6
1.6 Duration of the Project	7
1.7 Eligibility Criteria	7
1.8 Project Application Documentation	8
3. Project Evaluation and Selection Decision	9
3.1 Management	9
3.2 Evaluation and Selection Procedure	10
3.3 Award Agreement	12
4. Projects Implementation, Monitoring and Termination	12
4.1 Disbursement	12
4.2 Implementation	12
4.3 Monitoring	12
4.4 Termination	13
4.5 Duties of a Beneficiary	13
Annex 2: Proposal Submission Form	16
Annex 3: Technical and Financial Proposal	19
Annex 4: Application Evaluation Grid	27
Annex 5: Interview Evaluation Grid	29
Annex 6: Terms and Conditions of the Agreement	Error! Bookmark not defined.
Annex 7: Checklists for Applicants	0

Annex 1: Terms of Reference

1. Basic Concept of Innovation Challenge Call

1.1 General Information

Title of the Call: SUPPORTING GEORGIAN SOCIAL ENTERPRISES IN ACCESS TO MARKETS

Agency: United Nations Development Programme Georgia (UNDP)

Managing Unit: UNDP Inclusive Access to Markets (IA2M) project

Type of Contract: Agreement between UNDP and the Winning Entities

Locality(ies): Georgia

Expected length of contract: 5 (five) months

Expected date of contract start: 15.06.2026

Innovation prize size and number grants: GEL 50,000 per grant, total number of grants: up to 5

The Innovation Challenge Call (ICC) is a co-funding initiative of UNDP 'Inclusive Access to Markets' (IA2M) project designed to bring private sector expertise and efficiency into the development of **innovative, socially impactful, commercially viable, and publicly beneficial solutions** to support Georgian SMEs on the journey to access the markets.

This ICC specifically targets **social enterprise SMEs** – entities that pursue commercial goals while also addressing pressing social needs and/or supporting diverse groups, including but not limited to disadvantaged communities such as youth, women, persons with disabilities (PWDs), internally displaced persons (IDPs), as well as ethnic, religious, sexual and other minorities. Innovation Challenge Call is a prized project that aims to identify and co-finance up to **5 social enterprises** that are developing, testing or applying innovative and/or underutilized approaches to overcome key access to markets barriers. Selected social enterprises will receive financial support to pilot and scale their ideas, and apply underused business strategies, tools, and methods, with the goal of generating **practical insights and replicable models** that can strengthen the broader SME export ecosystem in Georgia.

Expanding the export capabilities of social enterprises and providing support to them benefits not only the enterprises, but also the broader Georgian economy, as it promotes inclusive economic growth, enhances social cohesion, attracts investments, creates jobs, develops innovations in the country, empowers disadvantaged groups, and advances responsible and values-driven business practices, while strengthening the global competitiveness of the private sector.

This Innovation Challenge Call is contributing Outcome (UNSDCF, CPD, RPD):

- UNSDCF/CPD 2022-2025: Outcome 3: By 2025, all people without discrimination benefit from a sustainable, inclusive and resilient economy in Georgia.
- CPD Output 3.1: Improved competitiveness of private sector and labour force, especially youth and vulnerable groups through labour policy, private sector development, social responsibility and skills development.
- SP 2022-2025 Output 1.3 Access to basic services and financial and non-financial assets and services improved to support productive capacities for sustainable livelihoods and jobs to achieve prosperity.

1.2 Innovation Challenge Call Objectives

Main objectives of the Innovation Challenge Call are:

- **Promote innovation in services and goods:** Support social enterprises in designing, piloting and/or scaling innovative and/or underutilized methods, services, products, business models, digital tools, or operational improvements that enhance their capacity to compete in international markets while generating measurable social impact.
- **Accelerate access to markets (primarily EU) through values-driven private sector leadership:** Help social enterprises overcome key access to markets barriers, particularly those related to entry, compliance and sustainable growth in EU, while mobilizing their expertise, efficiency, and creativity to develop practical, scalable, and replicable solutions that address systemic access to markets challenges and empower disadvantaged groups.
- **Knowledge transfer:** Generate practical insights and transferable models, and capture learnings from funded projects to support and guide other social enterprises in their export journeys.
- **Strengthen Georgia's social enterprises export ecosystem:** Contribute to building a more dynamic, competitive, innovation-driven and export-oriented economy by identifying and supporting initiatives with high potential for replication and scale, thereby linking business growth with social empowerment.

1.3 Types of Innovation Projects Supported

1.3.1 Supported Economic Sectors

This Call envisages support only to those social enterprises that operate in the following sectors according to the "National Classification of Economic Activities of Georgia, Rev.2¹":

- Section C: Manufacturing (excluding Division 12: Manufacture of tobacco products, Division 19: Manufacture of coke and refined petroleum products, and Division 33: Repair and installation of machinery and equipment.)
- Section J: Information and Communication;
- Section M: Professional, Scientific, and Technical Activities;
- Section N: Administrative and Support Service Activities: Division 78 Employment Activities, and Division 82 Office Administrative, Office Support, and Other Business Support Activities;
- Section P: Education;
- Section Q: Human Health and Social Work Activities: Division 86 Human Health Activities;
- Section R: Arts, Entertainment, and Recreation (excluding Division 92 Gambling Activities).

¹ National Classification of Economic Activities of Georgia, Rev.2
https://www.geostat.ge/media/70150/NACE-Rev_2_GE_2023.pdf

Note: The Innovation Challenge does not cover:

- primary production in agriculture, forestry, and fisheries (Section A; National Classification of Economic Activities of Georgia, Rev.2), such as crop and animal production, hunting, forestry and logging, fishing, aquaculture, and related activities.
- activities linked to the production of military, nuclear, and hazardous substances and related activities.
- activities in the tourism sector.

Additional restrictions on economic activities may be imposed during the Innovation Challenge implementation.

1.3.2 Types of Innovation Projects Supported

The Innovation Challenge Call supports a wide range of projects in the supported sectors (Section 1.3.1. of this ICC) developed by social enterprises that address key export barriers and contribute to broader sectoral learning and competitiveness. The following types of solutions and activities are eligible for support:

- **Access to markets compliance solutions:** incl. introducing solutions to meet EU and other international standards, technical regulations, quality assurance requirements and certification requirements (e.g., CE marking, ISO, HACCP) contributing to facilitate market access and enhance knowledge sharing on export compliance.
- **Product or service adaptation for export markets:** Modifying or upgrading products, services, packaging, labelling, or delivery approaches to meet technical, cultural, regulatory, or social expectations of target markets, while embedding inclusive or socially responsible practices.
- **Market intelligence and data-driven tools:** Developing systems for analysing market trends, benchmarking competitors, and identifying export opportunities, generating insights that can inform both strategic decisions and knowledge sharing across the social enterprise ecosystem and the wider Georgian business community.
- **Innovation in production or service delivery:** Introducing process improvements, lean manufacturing, automation, quality assurance systems, or digital service tools to increase efficiency, consistency, and scalability.
- **Resource efficiency, sustainability, and social innovation:** Implementing environmentally sustainable practices, circular economy models, or socially innovative approaches that align with EU environmental, social, and ethical standards, demonstrating responsible and values-driven business practices.
- **Distribution, partnership, and platform development:** Establishing or strengthening networks with international distributors, service partners, or digital platforms that expand market access and visibility, while facilitating opportunities within the social enterprise ecosystem.
- **Digital integration and tech-driven innovation:** Applying digital tools, mobile applications, ERP systems, IoT, AI, or other technologies to improve production, services, marketing, or logistics, enabling scalable, inclusive, and export-ready business models.
- **Branding and marketing:** Developing new brand identities, digital marketing strategies, storytelling approaches, or outreach campaigns tailored to foreign markets, highlighting both commercial and social impact, and serving as replicable models for other social and export-oriented enterprises.
- **Workforce development, inclusion, and capacity building:** Designing training programs, knowledge-sharing systems, or internal processes that strengthen export-readiness, technical skills, and social inclusion for staff and disadvantaged groups engaged by the enterprise.

- **Other socially innovative solutions:** Any other initiatives that align with the ICC's objectives, demonstrate a dual commercial and social purpose, and can be justified accordingly.

1.4 Ineligible Expenses

The Innovation Challenge Call does not cover the following expenses:

- Entertainment and representation costs;
- Salaries for staff, except those necessary for project implementation;
- Expenses related to business trips of the personnel;
- Interest or debt payable to any party;
- Losses, fees, fines, duties and penalties caused by the exchange rate fluctuations;
- Any expenses related to hazardous chemicals, the destruction of endangered species, counterfeit and pirated goods;
- Purchase of land;
- Purchase of real estate;
- Purchase of shares/stocks in an enterprise;
- Purchase of a vehicle;
- All other expenses that are limited by the agreement signed with the beneficiary.

1.5 Awards

For this Call, an applicant may receive co-financing of **GEL 50,000** per approved application.

In order to obtain the co-financing support, **it is mandatory for an applicant to make its own contribution in the amount of no less than 10% of the total project value, and the source co-financing can only be monetary funds.** Acceptable co-funding includes company's own investment, private investors, loan financing and/or other private sector cash contributions. It is not permitted to support projects with co-financing if the applicant's participation derives from co-financing/grants received under the programmes/projects of the state/donor organization.

Please note that only **costs incurred and completed within the project period**, and in accordance with the approved project budget, will be eligible for co-financing.

The total awarded amount will be disbursed in **three instalments**, based on performance and reporting milestones, as follows:

1. First Instalment (Planning Phase) - Maximum 30%

Purpose: To support initial planning, preparation, and setup activities. Report on planning phase approved by the UNDP is mandatory prerequisite for the first instalment.

2. Second Instalment (Implementation Phase) - Maximum 50%

Purpose: To finance the core project activities, such as infrastructure setup, technology development, service adaptation, testing, etc. Report on implementation phase approved by the UNDP is mandatory prerequisite for the second instalment.

3. Third Instalment (Closure Phase) - At least 20%

Purpose: To cover final activities and project completion. Report on closure phase approved by the UNDP is mandatory prerequisite for the third instalment.

Note:

- Any amount exceeding the declared budget should be covered by the applicant.
- Any amount surpassing declared budget can be used for another purpose with the project agreement.

Expenses may be considered eligible if they meet all the criteria listed below:

- The expense is incurred according to the approved project budget;
- The expense is incurred and paid during the project implementation period;
- The expense complies with local tax legislation;

1.6 Duration of the Project

The Innovation Challenge Project should be implemented within **5 (five) months** of its launch.

1.7 Eligibility Criteria

The applicant shall meet all of the following eligibility requirements:

- Any **enterprise registered in Georgia** (*excluding individual entrepreneurs*) at least 6 months prior to applying to this Call and produces goods or provides services on the territory of Georgia and represents Social Enterprise.²
- At least 50% of the applicant's owner(s) / manager(s) shares is/are Georgian citizen and resident natural persons(s) and/or resident legal entity(ies) of Georgia.
- The applicant's **average** annual income for the last 3 years (**2023, 2024 and 2025**) must exceed 20,000 GEL and be under 30 million GEL³. As a proof of its annual income, the applying entity shall submit bank account statements and/or an audit report.
- Applicant should have a publicly declared social mission/activities, evidenced by relevant statements on public sources (e.g., its website, social media, or similar platforms).
- The applicant **shall not represent** a legal entity created through the direct or indirect shareholding by the state and/or municipality, as well as JSC Partnership Fund.

² Georgian legislation does not define legal status of social enterprise, thus any organization, which treats itself as social enterprise could apply. Though, the organization is expected to provide strong evidence of being a social enterprise in their applications, e.g. describing its operations, including relevant provisions in their statute or founding documents, or highlighting their positioning as a social enterprise on their website, social media, or other public platforms.

³ If the applicant SME has been registered for less than three years, the annual income must meet the specified requirements—namely, average income must exceed 20,000 GEL.

- The applicant must not be registered in the Register of Debtors.
- No insolvency proceedings shall be underway against an applicant (in accordance with the Law of Georgia on Rehabilitation and the Collective Satisfaction of Creditors Claims).
- The applicant's immovable assets must not be frozen and/or mortgaged (it is only permitted to have a mortgage of commercial banks registered in Georgia).
- The applicant shall submit a fully completed application (also upload the documentation to support the required information), and the information provided in the application must be accurate and truthful.
- Acceptance with terms and conditions of the agreement attached hereto as Annex 6.

1.8 Project Application Documentation

Applicants must submit a filled and signed **Technical and Financial Proposals (Annex 3)** and a signed **Proposal Submission Form (Annex 2)**. The complete set of required documents must be uploaded to the UNDP Quantum Procurement system.

The application should clearly present the main idea and concept of the proposed project, outline the planned activities, and explain how the initiative aligns with the objectives of the Innovation Challenge Call. Applicants must demonstrate how the project will strengthen competitiveness and export-readiness of social enterprises and overall private sector in Georgia, while also contributing to the broader development of Georgia's export ecosystem. In addition, the application must include evidence of the applicant's capacity to effectively implement the project - such as relevant experience, qualified personnel, and access to essential resources. Applicants are also required to submit all necessary documentation and develop a financial proposal for the implementation of their proposed idea.

To participate in the Call, the applicant must submit the following documents along with the application (including the properly completed annexes):

- Extract from the Registry of Entrepreneurs and Non-Entrepreneurial (Non-Commercial) Legal Entities.
- Bank account statements and/or audit reports proving an average annual income of at least 20,000 GEL and not exceeding 30 million GEL over the past three (3) years (**2023, 2024 and 2025**).
- Certificate on the absence of tax arrears (*Tax Debt Notification (auto+)*) in Georgian language issued by the Revenue Service of the Ministry of Finance of Georgia (except in cases where tax debt collection has been deferred, or the payment obligation has been suspended based on law)
- Links for website, social media, or similar platforms publicly demonstrating applicant's declared social mission/activities.

Note: The UNDP determines the order of submission of accompanying documentation at different stages of project implementation, about which the applicant will be informed.

Note: If and when the applicant is awarded the prize, before signature of the agreement as per Annex 6, applicant will be required to submit document confirming the co-participation amount – a certificate from the bank confirming the existence of relevant funds in the account, and/or a certificate from a bank/microfinance organization regarding the credit approval, and/or respective document confirming an alternative source of co-participation.

3. Project Evaluation and Selection Decision

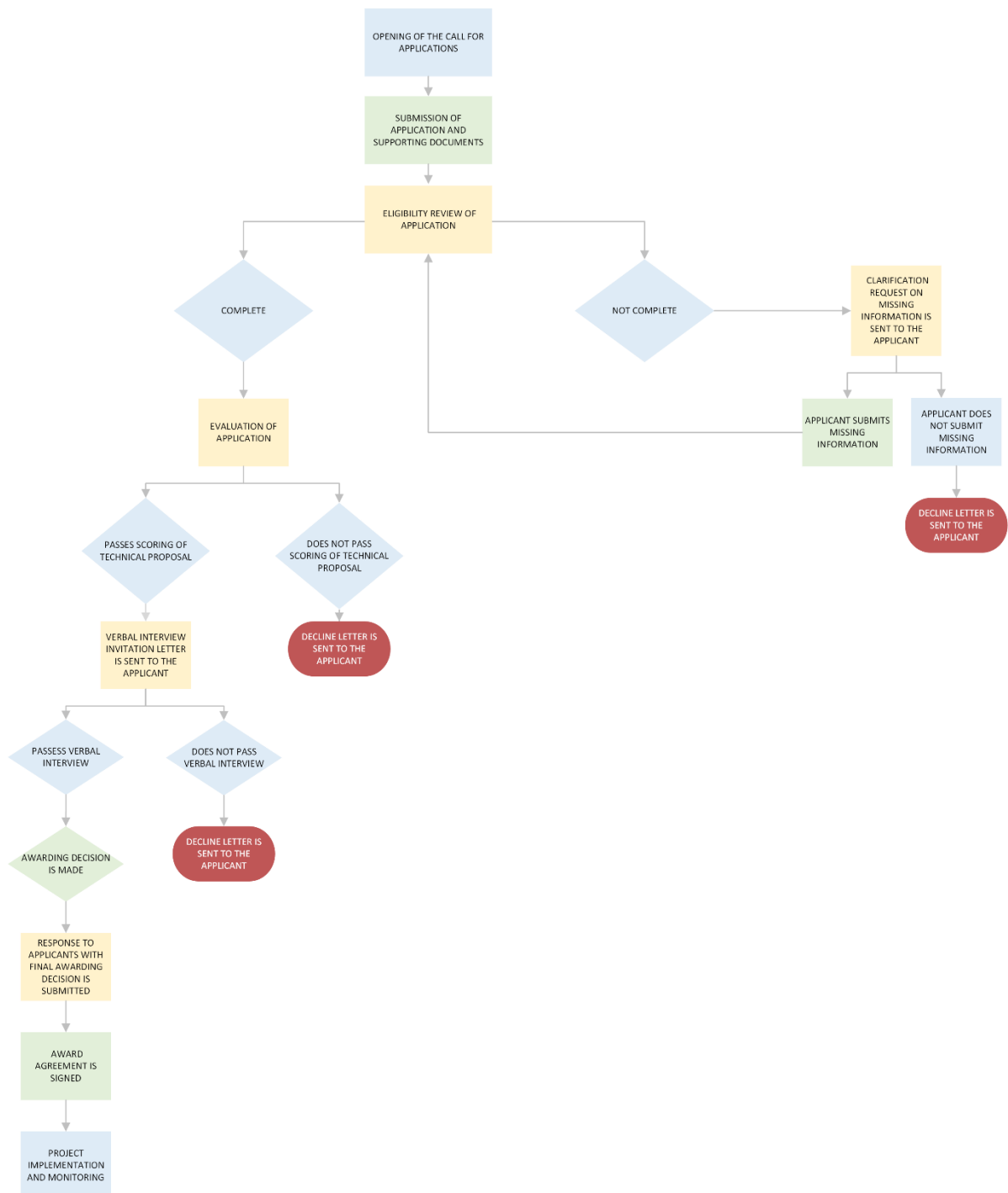
3.1 Management

The management of the Innovation Challenge Call is under the authority of UNDP Georgia “Inclusive Access to Markets” Project (IA2M).

UNDP IA2M project staff will manage implementation and monitoring of the selected projects.

3.2 Evaluation and Selection Procedure

3.2.1 Evaluation and Selection Flowchart



3.2.2 Eligibility Review

After the deadline for the submission of the applications, all applications submitted electronically using the UNDP Quantum Procurement system are reviewed based on the eligibility criteria, completeness and the accuracy of the information provided. The eligibility criteria are stated in the **Section 1.7**.

For verification purposes, the UNDP has the right to request clarification of information and/or to get additional information.

Applications that satisfy the eligibility requirements and pass administrative evaluation will be forwarded to the relevant committee for further evaluation.

3.2.3 Evaluation of Application

Final decision regarding the evaluation of applications and the approval/rejection of submitted applications is made by the evaluation committee.

Technical evaluation of the proposals will comprise of two stages: Stage 1: Scoring of the technical proposals against evaluation criteria (Annex 4) and Stage 2: Interview with the applicants against evaluation criteria (Annex 5).

1. Stage 1: Scoring of Technical Proposal

Eligible applications will be assessed and scored by the evaluation committee based on the criteria specified in **Annex 4**. Applicants who obtain at least 70% of the maximum possible score - i.e., 49 points or more out of 70 - will be shortlisted and invited to the verbal interview stage.

2. Stage 2: Verbal Interview

Applicants shortlisted during Stage I (scoring of technical proposal) of Technical Evaluation will be invited to participate in a verbal interview with the evaluation committee. The interview will consist of a five-minute presentation of the applicant's proposal and a Q&A session. A final score will be assigned after the interview. Applications will be assessed and scored by the evaluation committee based on the criteria specified in **Annex 5**. Applicants who receive at least 70% - i.e., 21 points or more out of 30 - will be considered for co-financing support.

Final decisions will be made only for applicants who successfully pass both the Scoring of Technical Proposal and Verbal Interview stages, having received a minimum of 49 points in the Scoring of Technical Proposal and 21 points in the Verbal Interview. The overall ranking of applicants will be determined based on the combined total score from both stages, with a maximum obtainable score of 100 points.

The Innovation Challenge Programme is expected to support up to **5 social enterprises**.

The statutes and composition of the evaluation committee are determined by the UNDP.

Committee members have the right to request clarification of any information or to request additional information. The committee may make a decision with preconditions, which will be communicated additionally to the applicant in advance.

3.3 Award Agreement

The decision for awarding is made by the evaluation committee and approved by the UNDP Georgia.

Following the decision to award the prizes, the applicants will be offered to sign the award agreement attached hereto as Annex 6.

4. Projects Implementation, Monitoring and Termination

4.1 Disbursement

The beneficiary will open a dedicated bank account for the project where funds are transferred from UNDP. The disbursement amount will cover up to ninety percent (90%) of the total project budget. Prior to the first disbursement, the beneficiary must submit a bank account statement showing that the beneficiary has spent a minimum of ten percent (10%) of the total amount of funds requested for the project activities in accordance with the project budget. Only after investing 10% of the owned funding and submitting aforementioned proof the beneficiary will receive the award of GEL 50,000 per approved application as detailed in section 1.4.

Please note that the amount will be transferred gradually, in correspondence with the budget and after monitoring the results of each phase.

In the case the beneficiary fails to fulfil any of its obligations under the award agreement, UNDP shall be under no obligation to issue any further payment upon termination of this award agreement, and may, at its sole discretion, require that all or any part of the payments made by UNDP to the beneficiary be repaid back to UNDP (section 4.4).

4.2 Implementation

After the award decision and signing the award agreement the winner and ICC staff will start implementation of the initiative immediately. The beneficiary shall use the financial award in accordance with the project budget and provisions of the award agreement and shall prepare financial statements in accordance with consistently applied accounting standards (provided by the ICC staff).

The beneficiary is required to implement the project in accordance with the application. Any significant deviation from the business plan requires prior written consent from UNDP.

4.3 Monitoring

The monitoring of the project requires tracking, reviewing, and analysing the progress and performance on a regular basis to identify variances from the project plan. The purpose of the monitoring is:

- to monitor the ongoing project activities against the project plan and the project performance measurement baseline;
- to assure that financial expenditures are in accordance with the project budget for the given period;
- to control changes and recommending corrective or preventive actions in anticipation of possible problems.

Methods of monitoring include review of submitted progress reports and on-site monitoring visits. The beneficiary must deliver progress reports on the implementation of the project that should correspond to the confirmed action plan.

The UNDP conducts document-based monitoring of the Innovation Challenge project in accordance with its established procedures.

The UNDP is authorized at any time, without prior notice, to monitor the purposefulness of co-financing expenditures and the Innovation Challenge project's progress, either personally or through an independent specialist/expert/auditor, which includes, but is not limited to, on-site inspection of the beneficiary's activities and monitoring of documents.

For two (2) years after the project completion, the beneficiary may be required to submit a conclusion at the end of each year regarding the maintenance of activity profile, number of employees, and volume of service provided.

4.4 Termination

- The beneficiary represents and warrants the accuracy of any information or data provided to UNDP for the purpose of entering into this award agreement. This is a material term, the breach of which shall be considered grounds for immediate termination of the award agreement.
- The beneficiary shall not assign or transfer, or cause to be assigned or transferred, whether actually or as a result of a take-over, merger, change of corporate ownership or control, or other change in identity or character of the beneficiary, this award agreement or any part, share or interest therein. Any such assignment or transfer shall be considered as a cause for termination the agreement.
- UNDP may, without prejudice to any other right or remedy available to it, terminate the award agreement if the beneficiary is adjudged bankrupt, or is liquidated, or becomes insolvent, or applies for a moratorium or stay on any payment or repayment obligations, or applies to be declared insolvent.
- The UNDP has the right to suspend and/or terminate co-financing partially or fully if there is a violation of other relevant terms and conditions of the Innovation Challenge Call and/or award agreement.

4.5 Duties of a Beneficiary

4.5.1. Obligations of a Beneficiary

Beneficiaries of the Innovation Challenge Call are required to fulfil the following obligations throughout the implementation of project and beyond, as specified below:

- The beneficiary has a duty to ensure necessary conditions for conducting the field/documentary monitoring by the UNDP or/and an external audit company.
- The beneficiary shall provide the UNDP with accurate, timely, and complete information about the implemented project for monitoring and control purposes (including information about employed persons and revenues received and expenses incurred as a result of the activity).
- The beneficiary has a duty to allow the UNDP to draft and publish stories, photographs and video materials about the co-financed project and the beneficiary experience.
- The beneficiary shall not hinder the monitoring and evaluation activities conducted by the UNDP or third parties designated by them for a period of 2 years after project completion. The project will be considered completed immediately upon full and proper fulfilment of the obligations stipulated in the award agreement.
- The beneficiary is obliged to mention the EU and the UNDP as supporting organizations in all communication channels used for project-related matters for 1 year from the start date of the award agreement.
- The beneficiary is obliged to submit all the necessary information (in a timely, accurate, and complete manner) in accordance with the award agreement, including financial and programmatic reports as stipulated in the agreement, within 14 calendar days of the request for information. In case of failure to submit this information/documentation, the UNDP reserves the right to discontinue co-financing for the beneficiary and/or request the beneficiary to reimburse the expenses.

4.5.2 Conflict of Interests

A potential beneficiary will not be eligible for co-financing under the Call if the beneficiary or its founder / shareholder / cooperative shareholder owns a share/stock/cooperative share in a company registered in Georgia that supplies goods/services to them within the framework of the Call.

4.5.3 Procurement Procedures, Fraud, and Corruption

According to the Call requirements, beneficiaries must adhere to the highest ethical standards from the beginning of their involvement in the Innovation Challenge project until the fulfilment of their obligations. The terms below shall have the following meanings: (1) "Corruption" means offering, giving, receiving or soliciting, directly or indirectly, any item of value to influence the actions of another party; (2) "Fraud" means intentional or negligent omission or misrepresentation of facts by a party in order to obtain financial or other gains or to avoid an obligation; (3) "Collusion" means a secret deal between two or more parties, knowingly or unknowingly, aimed at achieving an unlawful purpose, which also includes exerting harmful influence on the actions of a third party; (4) "Coercion" means to harm, or a threat to harm the people or their assets, directly or indirectly, in order to influence their participation in the procurement or project implementation; (5) "Obstruction" means: (1)

deliberately destroying, falsifying, altering, or concealing evidence for investigation, or giving false testimony to impede an investigation related to corruption, fraud, conspiracy, or violence; and/or intimidating or threatening any party that has helpful information for the investigation, to prevent the disclosure of this information, or (2) actions that significantly impede the exercise of the inspection and audit rights.

The UNDP bears an obligation to respond to any potential manifestation of corruption and fraud. Before accepting the terms and conditions of application, the applicants are advised to carefully read the Innovation Challenge Call conditions and contact the UNDP with any questions.

Annex 2: Proposal Submission Form

Proposers are requested to complete this form, including the Company Profile and Proposer's Declaration, sign it and return it as part of their proposal along with Annex 3: Technical and Financial Proposal. The Proposer shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	Click or tap here to enter text.	Date: Click or tap to enter a date.

Company Profile

Item Description	Detail
Legal name of bidder	Click or tap here to enter text.
Legal Address, City, Country	Click or tap here to enter text.
Website	Click or tap here to enter text.
Year of Registration	Click or tap here to enter text.
Legal structure	Choose an item.
Are you a UNGM registered vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, insert UNGM Vendor Number
Quality Assurance Certification including any accreditation related to the Environment (<i>If yes, provide a copy of the valid Certificates</i>):	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your organization demonstrate significant commitment to sustainability by any means, for example internal company policy documents on environment, women	<input type="checkbox"/> Yes <input type="checkbox"/> No

empowerment, renewable energies or membership of trade institutions promoting such issues <i>(If yes, provide a Copy)</i>	
Is your company a member of the UN Global Compact	<input type="checkbox"/> Yes <input type="checkbox"/> No

Statement of Applicant

This statement confirms that the Applicant expresses consent to the following:

- Under the full moral and material responsibility claims that all factual data and information provided in the Application are true, accurate and complete.
- The Applicant agrees that the UNDP and the UNDP's partner organization may, in accordance with established legal procedures, without limitations and at any time, search for, receive, and/or process information about the Applicant, available in the JSC CreditInfo Georgia database, in order to establish the Applicant is fulfilling its credit obligations in good faith within the framework of the Innovation Challenge Call.
- Is willing to give all necessary additional information and documents for the purpose of the evaluation of the Project.
- The Applicant consents that the UNDP at any time, without prior notice, to verify any information specified in the Application through third parties and/or using other existing sources.
- The Applicant is familiar with the announced terms and conditions of the Innovation Challenge Call, eligibility criteria, requirements, and procedures for the Innovation Challenge Call participation.
- Has consent that the data disclosed may be stored by the UNDP but processed solely for the purpose of the Project implementation, as well as to be used as the statistical data (without any technical details about the business or technology data).
- Has consent that the basic information about the Applicant – name and address of the Business Entity are publicly available and that some information provided will be used for promotional goals.
- Is familiar with all the elements of the Application documentation which is relevant to understanding of the Applicant's rights and obligations with regard to the process of evaluation and selection of projects.
- Has willingness to respect the integrity of the evaluators and will not try to influence any person who participates in the evaluation of the Project.

- If it is established that information specified in the Application or some of its part is inaccurate, whether due to intentional/negligent provision of incorrect information by the Applicant and/or due to reasons associated with the third party, the Innovation Challenge Call reserves the right to make a negative decision unconditionally and to disqualify the Applicant.
- If the UNDP incurs material and/or non-material, direct and/or indirect damages due to incorrect information provided in the Application by the Applicant, the Applicant assumes full responsibility for such damages.
- The UNDP shall not be held responsible for any direct/indirect costs associated with filling out the Application form, preparing accompanying documentation, and/or submitting the Application for the participation in the Call.
- The Application cannot be perceived by the Applicant and/or any other interested party as any form of direct/indirect commitment taken by the UNDP.
- The UNDP is not responsible for the direct/indirect consequences of decisions made regarding the Application.
- Is willing to finance part (as defined) of the Project with their own resources.
- The Applicant and individual owners have not been convicted for crimes connected to business operations.

Signature:

Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

Date: Click or tap to enter a date.

Annex 3: Technical and Financial Proposal

Applicants are requested to complete this form, sign it and return it as part of their proposal along with Annex 2 Proposal Submission Form. The proposer shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	Click or tap here to enter text.	Date: Click or tap to enter a date.

The application will be accepted only if it:

- is submitted using the UNDP Quantum Procurement system;
- submitted as per the templates and forms provided in the system, completed in full and dated;
- is signed by the person authorized to enter into legally binding commitments on behalf of the applicant organization;
- presents a budget in conformity with the call for proposal;
- meets the submission arrangements set out in the call for proposal;

TECHNICAL PROPOSAL

1. INFORMATION ON THE APPLICANT

1.1. Information about the person responsible for the project:

Name	
Surname	
Sex	<input type="checkbox"/> Female <input type="checkbox"/> Male
Age	<input type="checkbox"/> 14-29 <input type="checkbox"/> 30+
Personal ID Number	
Current position	
Telephone number	
E-mail	
Additional contact person, his/her telephone number and e-mail	

1.2. Background Information about the Applicant

Business entity's name in Georgian	
Business entity's name in English	
Brand name in Georgian ⁴	
Brand name in English	
Business entity's website and/or a social network URL (if any)	
Legal status	
Identification number	
Date of registration	
4-digit code of business entity's activity and category, based on "National Classification of Economic Activities of Georgia, Rev 2" ⁵	
Please indicate the number of employees in your company over the last year	<input type="checkbox"/> 250 or more employees <input type="checkbox"/> 50 to 250 employees <input type="checkbox"/> 10 to 50 employees <input type="checkbox"/> Fewer than 10 employees
Please indicate the average annual revenue of the business entity for the last 3 years	<input type="checkbox"/> Exceeds 30 million GEL <input type="checkbox"/> 12 million GEL - 30 million GEL <input type="checkbox"/> 2 million GEL - 12 million GEL <input type="checkbox"/> 300,000 GEL - 2 million GEL <input type="checkbox"/> 50,000 GEL - 300,000 GEL
Name and surname of the main authorized person / director	
Sex of the main authorized person / director	<input type="checkbox"/> Female <input type="checkbox"/> Male
Age of the main authorized person / director	<input type="checkbox"/> 14-29 <input type="checkbox"/> 30+
Phone number of the main authorized person / director	

⁴ The name under which a company operates in the market and for consumers, the product/service created by the company is associated with this name.

⁵ National Classification of Economic Activities of Georgia, Rev 2
https://www.geostat.ge/media/70150/NACE-Rev_2_GE_2023.pdf

E-mail of the main authorized person / director	
Legal address of the business entity (region, municipality, city, street)	
Physical address of the business entity (region, municipality, city, street)	
Owners / managers of shares and their respective share (%)	

2. INFORMATION ON THE PROJECT

	REQUIREMENT	RESPONSE
1.	<p>EXECUTIVE SUMMARY OF THE PROPOSAL</p> <p>Please summarize your proposed project, its core idea and objectives, explain what specific access to markets-related challenges or barriers your project plans to address and how will this project improve your access to markets readiness or support your entry/expansion into international markets, especially the EU.</p> <p>In addition, please provide strong evidence of being a social enterprise, e.g. describe your operations, including relevant provisions from your statute or founding documents, or by highlighting your positioning as a social enterprise on your website, social media, or other public platforms. Also, please describe how the project aligns with your social mission and contributes to addressing pressing social needs or empowering disadvantaged groups while pursuing export opportunities.</p>	

	(no more than 200 words)	
2.	<p>PROBLEM ANALYSIS</p> <p>Please describe the current situation, what access to markets-related problem are you trying to solve? How do you know that the proposed solution will improve your access to markets readiness or support your entry or expansion into international markets, especially the EU? In your explanation, please also highlight how the project aligns with your social mission and contributes to addressing social needs or empowering disadvantaged groups. Please provide support evidence of the explanation, e.g. quotes and data from strategic documents, study and research papers, policy papers, access to markets readiness assessments</p> <p>(no more than 150 words)</p>	
3.	<p>CUSTOMER SEGMENT/TARGET MARKETS</p> <p>In which target market(s) do you plan to start and/or continue and/or renew sales during the next 18 months and why? When and what activities do you plan to implement in the target market(s) for sales? Do you plan to export? If yes, please name no more than 3 target countries.</p> <p>(no more than 150 words)</p>	
4.	<p>INNOVATION & SCALE UP</p> <p>How is your proposed solution innovative (different from most common practices in Georgia) and/or can be scaled up?</p> <p>Please describe how the support received through the ICC Programme could lead to</p>	

	<p>expanded sales s, new market entry, improved value chains, improved social inclusion, advanced responsible and values-driven business practices, etc. and may serve as a model for other social enterprises. .</p> <p>(no more than 150 words)</p>																
5.	<p>ACTIVITIES, TIMELINE & SUSTAINABILITY</p> <p>Please identify at least 3 key project milestones, provide estimated timelines and expected deliverables/activities for each milestone.</p> <p>How will the activities be financed after the end of the project? (no more than 150 words)</p>	<p>Activities:</p> <p>Sustainability:</p>															
	<table border="1"> <thead> <tr> <th>MILESTONE</th> <th>DESCRIPTION OF ACTIVITY</th> <th>DATE OF DELIVERY (DAY/MONTH/YEAR)</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td></td> <td></td> </tr> <tr> <td>2.</td> <td></td> <td></td> </tr> <tr> <td>3.</td> <td></td> <td></td> </tr> <tr> <td>4.</td> <td></td> <td></td> </tr> </tbody> </table>	MILESTONE	DESCRIPTION OF ACTIVITY	DATE OF DELIVERY (DAY/MONTH/YEAR)	1.			2.			3.			4.			
MILESTONE	DESCRIPTION OF ACTIVITY	DATE OF DELIVERY (DAY/MONTH/YEAR)															
1.																	
2.																	
3.																	
4.																	
6.	<p>ROLES AND RESPONSIBILITIES</p> <p>How the Project will be managed and coordinated? List the members of the team responsible for implementing the project, define the functions and responsibilities of each of them in the process of implementing the planned projects. Also, please indicate the total number of company employees and the number of women employed among them. Additionally, do you have an export manager or an employee</p>																

	<p>who is responsible for export-related issues?</p> <p>(no more than 150 words)</p>	
7.	<p>EXPERIENCE OF TEAM MEMBERS</p> <p>Please describe the experience and background of each individual team members.</p> <p>(no more than 300 words)</p>	<p><u>Team Member 1</u></p> <p><u>Team Member 2</u></p> <p>Additional member as needed</p>

FINANCIAL PROPOSAL

Please provide a summary of the funds required for project implementation by completing the tables below. In addition, applicants must prepare and submit a detailed cost breakdown, including expenses per activity, task, and/or purchased item, in a separate Excel file “Annex 3a: *Project Budget Breakdown*”, which should be uploaded through the system in line with the provided instructions. Currency of Proposal should be in **Georgian Lari (GEL)**.

The UNDP ‘Inclusive Access to Markets’ Project through this Innovation Challenge Call finances 90% of total eligible project costs (GEL 50,000). Applicants should provide 10% (min 5,555 Gel) of funds from their own resources.

Funds request from UNDP – up to 50,000 GEL [please insert amount]

Social Enterprise’s own monetary contribution – min 5,000 GEL [please insert amount]

Estimation of total funds needed [please insert amount]

Under “Line Information” in Quantum please include “funds requested from UNDP only (up to GEL 50,000)”.

Award Disbursement Schedule

Instalment	Key Activities to be Funded	Expected Timeline (Months)	Proposed % of Award	Estimated Amount (GEL)
1st Instalment			(Max 50%)	
2nd Instalment			(Max 50%)	
TOTAL (up to 50,000)			100%	GEL [Total Request]

Note: Please identify 3 key project milestones, provide estimated timelines and expected deliverables/activities for each, and propose the percentage of the award to be disbursed upon successful completion of each milestone. Payments will be tied to verified completion of these deliverables as per the award disbursement schedule and the award agreement.

I, the undersigned, certify that I am duly authorized to sign this proposal and bind the company below in event that the Proposal is accepted.	
Exact name and address of company Company NameClick or tap here to enter text.	Authorized Signature: _____ _____

Address: Click or tap here to enter text. Click or tap here to enter text. Phone No.: Click or tap here to enter text. Email Address: Click or tap here to enter text.	Date: Click or tap here to enter text. Name: Click or tap here to enter text. Functional Title of Authorised Signatory: Click or tap here to enter text. Email Address: Click or tap here to enter text.
--	---

Annex 4: Application Evaluation Grid

Evaluation Criteria	Explanation	Maximum obtainable Points
1/ IMPACT ON EXPORT PERFORMANCE IMPROVEMENT	This criterion assesses the clarity and relevance of the proposed project, its core idea and objectives, and how effectively it addresses specific access to markets-related barriers. It also evaluates the project's potential to improve access to markets readiness or support entry / expansion into international markets, especially the EU, as well as how the proposed project aligns with company's social mission and contributes to addressing pressing social needs or empowering disadvantaged groups while pursuing export opportunities.	Up to 14 points
2/ CUSTOMER SEGMENT/TARGET MARKETS	This criterion evaluates the selection and justification of target markets. It assesses the rationale for choosing these markets, the timing, and the planned sales-related activities over the next 12 months. Strong proposals will show a clear market focus and a realistic plan for export engagement.	Up to 14 points
3/ ACCESS TO MARKETS READINESS	This criterion assesses the applicant's understanding of their current markets situation and the specific problem they aim to address. It evaluates the relevance and credibility of the proposed solution and its expected impact on improving access to markets readiness, particularly for entering or expanding in EU markets. Proposals will be rated higher if supported by solid evidence, such as relevant strategic documents and data.	Up to 14 points
4/ INNOVATION, SCALABILITY AND SUSTAINABILITY	This criterion evaluates the novelty of the proposed solution compared to common practices in Georgia and its potential for scale-up. It also considers how support from the ICC Programme could lead to increase sales, new market entry, improved value chains, enhanced social inclusion, advanced responsible and values-driven business practices and whether the approach could serve as a model for other SMEs. Proposals with realistic planning and a clear strategy for post-project continuation will score higher.	Up to 14 points

Evaluation Criteria	Explanation	Maximum obtainable Points
5/ TEAM STRUCTURE AND MANAGEMENT CAPACITY	This criterion assesses the management and coordination approach for the project, the composition of the implementation team, and the clarity of individual roles and responsibilities. It also considers the team's relevant experience, the presence of an export manager or export-focused staff, and overall company staffing. Proposals with a well-qualified team and clear management structure will be rated more favourably.	Up to 14 points
Total		Maximum obtainable 70 points

NOTE: Applicants must obtain minimum 49 points out of 70 to be shortlisted and invited to the verbal interview stage.

Evaluation and Scoring Guide:

- **14 points** - Information is provided comprehensively on all the essential issues, and the applicant's approach fully aligns with the Innovation Challenge call objectives.
- **12 points** - Information is presented on almost all essential issues, and the applicant's approach generally corresponds to the Innovation Challenge call objectives.
- **10 points** - Most of the information is presented, though it requires some clarification; the applicant's approach generally aligns with the Innovation Challenge call objectives.
- **7 points** - Information is partially presented and/or project implementation is questionable; the applicant's approach has limited alignment with the Innovation Challenge call objectives.
- **4 point** - The information presented is sparse and the applicant's approach is the least aligned with the Innovation Challenge call objectives.
- **0 points** - There is no information provided, or the communicated information does not meet the requirements and objectives of the Innovation Challenge call.

Annex 5: Interview Evaluation Grid

Evaluation Criteria	Explanation	Maximum Points
1/ Access to Markets Readiness and Challenge Understanding	Applicant's awareness of their export readiness level, ability to identify key export-related challenges, and explanation of how the project addresses them.	Up to 5 points
2/ Innovativeness and Sectoral Contribution	The proposed solution applies innovative and/or underutilized approaches to overcome key access to markets barriers (incl potentially to entering the EU and other European markets), presents an improvement over existing practices, and has the potential to benefit the broader social enterprise ecosystem as well as Georgia's overall export environment	Up to 5 points
3/ Target Market Strategy and Export Plan	Clarity and feasibility of target market selection, sales activities planned for the next 12 months, and rationale behind these choices.	Up to 5 points
4/ Implementation Timeline and Readiness	Feasibility of implementation plan.	Up to 5 points
5/ Team Capacity and Expertise	Applicant's ability to present capacity and expertise for project implementation.	Up to 5 points
6/ Project Sustainability	The applicant outlines how the project's outcomes will be sustained beyond the funding period. This includes plans for continued operations, institutional anchoring, scalability, or integration into existing systems or market structures. The approach demonstrates clear thinking on how to maintain impact over time without relying on continuous external support.	Up to 5 points
Maximum Obtainable Points		30 points

Evaluation and Scoring Guide:

- **5 points** – The response is comprehensive, well-articulated, and directly addresses all key aspects of the question. The proposed approach demonstrates full alignment with the objectives of the Innovation Challenge and presents strong implementation potential.
- **4 points** – The response covers almost all key aspects with a clear and relevant approach. The proposal aligns well with the Innovation Challenge objectives and shows good potential for implementation.

- **3 points** – The response addresses most aspects of the question but may require clarification or lacks some detail. The approach is generally consistent with the objectives of the Innovation Challenge but may show moderate feasibility concerns.
- **2 points** – The response provides limited information or lacks clarity. There are concerns about alignment with the Innovation Challenge objectives or the feasibility of implementation.
- **1 point** – The response is minimal, with vague or unclear information. The approach shows weak alignment with the Innovation Challenge objectives and limited implementation potential.
- **0 points** – The response is missing or does not address the question. The approach is not aligned with the objectives of the Innovation Challenge and is not feasible.

Annex 7: Checklists for Applicants

Eligibility Criteria Checklist

(Used to confirm that the applicant meets the minimum eligibility conditions.)

No.	Eligibility Criteria	Yes	No
1	The applicant is registered in Georgia (<i>excluding individual entrepreneurs</i>) according to the Georgian legislation at least 6 months prior to submitting an application to this Call and represents Social Enterprise	<input type="checkbox"/>	<input type="checkbox"/>
2	At least 50% of the applicant's owner(s) / manager(s) shares is/are Georgian citizen and resident natural persons(s) and/or resident legal entity(ies) of Georgia.	<input type="checkbox"/>	<input type="checkbox"/>
3	The applicant's average annual income for the last 3 years (2023, 2024 and 2025) exceeds 20,000 GEL and is under 30 million GEL ⁶ .	<input type="checkbox"/>	<input type="checkbox"/>
4	The applicant does not represent a legal entity created through the direct or indirect shareholding by the state and/or municipality, as well as JSC Partnership Fund.	<input type="checkbox"/>	<input type="checkbox"/>
5	The applicant is not registered in the Register of Debtors.	<input type="checkbox"/>	<input type="checkbox"/>
6	No insolvency proceedings are underway against the applicant (in accordance with the Law of Georgia on Rehabilitation and the Collective Satisfaction of Creditors Claims).	<input type="checkbox"/>	<input type="checkbox"/>
7	The applicant's immovable assets are not frozen and/or mortgaged (it is only permitted to have a mortgage of commercial banks registered in Georgia).	<input type="checkbox"/>	<input type="checkbox"/>
8	The applicant shall submit a fully completed application (also upload the documentation to support the required information), and the information provided in the application must be accurate and truthful.	<input type="checkbox"/>	<input type="checkbox"/>
9	Acceptance with terms and conditions of the agreement attached hereto as Annex 6.	<input type="checkbox"/>	<input type="checkbox"/>

⁶ If the applicant SME has been registered for less than three years, the annual income must meet the specified requirements—namely, average income must exceed 50,000 GEL.

Checklist of Required Documents

(Used to verify submission of all necessary supporting documents.)

No.	Required Document	Submitted	Notes (if applicable)
1	Extract from the Registry of Entrepreneurs and Non-Entrepreneurial (Non-Commercial) Legal Entities under by the LEPL National Agency of Public Registry under the Ministry of Justice of Georgia.	<input type="checkbox"/>	
2	Bank account statements and/or audit reports proving an average annual income of at least 20,000 GEL and not exceeding 30 million GEL over the past three (3) years (2023, 2024 and 2025). ⁷	<input type="checkbox"/>	
3	Certificate on the absence of tax arrears (<i>Tax Debt Notification (auto+)</i>) in Georgian language issued by the Revenue Service of the Ministry of Finance of Georgia (except in cases where tax debt collection has been deferred, or the payment obligation has been suspended based on law)	<input type="checkbox"/>	
4	Links for website, social media, or similar platforms publicly demonstrating applicant's declared social mission/activities.		
5	Duly filled Annex 2: Proposal Submission form	<input type="checkbox"/>	
6	Duly filled Annex 3: Technical and Financial Proposal along with Annex 3a: Project Budget Breakdown in Excel	<input type="checkbox"/>	

⁷ If the applicant SME has been registered for less than three years, the annual income must meet the specified requirements—namely, average income must exceed 50,000 GEL.